



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

3 Part State Agency COOP Development Workshop Opportunity

Continuity of Operations (COOP) Plan Development Workshop Series

Dates: Registration is for all 3 development sessions. Session 4 registration will be available closer to that date.

Session 1: June 1, 1:00-4:00 pm PT

-Introduction to COOP

Session 2: July 6, 1:00-4:00 pm PT

-COOP Plan Development

Session 3: August 3, 1:00-4:00 pm PT

-COOP Plan Development (Cont.)

Session 4: August 24, 1:00-3:00 pm PT

-Office Hours

Hybrid Delivery: Please indicate how you will attend the workshop.

Virtual Delivery: Must have computer, internet connection, and microphone to participate. The link to join virtually will be emailed when you register.

In Person: We are limited to 75 people to attend in person at DPSST 4190 Aumsville Hwy SE, Salem, OR 97317

Workshop Description:

The goal of this workshop is to assist participants in building their Continuity of Operations (COOP) plan in order to fulfill a requirement in accordance with [DAS Statewide Policy No: 107-001-010, effective 2/21/2018](#) and the Oregon's Governor's directive for agencies to complete an initial plan by September 30, 2023. The workshop is a progressive series that contains 4 sessions, each building off the material covered in the prior sessions.

Workshop Objectives:

- Summarize the Oregon Governor's Continuity Plan directive and DAS Statewide Policy No: 107-001-010
- Define and develop Mission Essential Functions

- Explain and develop a draft Business Process Analysis
- Explain and develop a draft Business Impact Analysis
- Present Continuity of Operations Plan formats
- Present FEMA's Continuity of Operations Resources
- Explain and develop a draft Continuity of Operations Plan according to Continuity Phases I, II, III, & IV
- Explain and develop a draft Continuity of Operations Plan according to Continuity Elements
- Present the Continuity Analysis Tool and define its use in determining Continuity Program's health
- Present the Oregon State's Continuity of Operations plan building software application

Selection Criteria

The intended participants are those from Oregon state agencies whose agencies are expected to fulfill a requirement to have a Continuity of Operations (COOP) plan in accordance with [DAS Statewide Policy No: 107-001-010, effective 2/21/2018](#). The participant should have a primary or supporting role in managing or updating their agency's Continuity of Operations plan or program, have an understanding or awareness of the agency's legislative requirements, functions, programs, facilities, personnel, and communication resources. The participant should have the authority to develop, facilitate, and coordinate the agency's COOP preparations, accomplish the agency risk assessment, business impact analysis, plan development, maintenance, testing, and awareness training.

Recommended Prerequisites:

- [IS-1300 An Introduction to Continuity of Operations](#)
- Review [Continuity Guidance Circular](#)

Funding:

Tuition is free for those accepted. There are no travel/salary stipends available for this offering and all incurred costs are the responsibility of the attendee or sending organization.

To Register:

<https://State-Agency-COOP-Workshop.eventbrite.com>

Questions?

Contact the State Training Program, oem.training@oem.oregon.gov